

United States Department of Agriculture



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“Transmitted via Email”

April 29, 2004

MINNESOTA BULLETIN NO. 250-4-20

SUBJECT: FNM – MINNESOTA FEDERAL EXECUTIVE BOARD (FEB) FEDERAL DIVERSITY DAY

Purpose: To request nominations for attendance at the Federal Diversity Day.

Expiration Date: June 30, 2004.

Action Required by May 6, 2004

The Diversity council of the FEB of Minnesota is hosting Diversity Day 2004 – “His Story, Her Story, Our Story”. It will be held on Tuesday, May 25, 2004, at the University of St. Thomas, O’Shaughnessy Educational Center, 2115 Summit Avenue, St. Paul, Minnesota. **We are requesting that nominations be submitted to the State Office no later than May 6, 2004.**

This training conference will provide both career enhancement and cultural awareness. All participants will receive a certificate of completion for attending the training. Review the attached file for sample of speakers. The following attendance categories will receive approval consideration on a *government time and expense* basis: Interested employees should request approval to attend through their supervisor.

- Receiving an Award, citation or Commendation
- Receiving a Scholarship
- Presenting a topical Paper or Poster
- Training (providing or fulfilling a training need)
- Chairpersons/Member of Committees/Task Forces
- Regional and State Representative
- Members of Chief’s Staff
- Participation on Program

Supervisors, please provide Mary Jo Polunc, Budget Officer, the names of those requesting approval to attend this meeting **no later than May 6, 2004.**

WILLIAM HUNT
State Conservationist

Attachment

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